



STATE PROCUREMENT OFFICE  
NOTICE OF REQUEST FOR EXEMPTION  
FROM HRS CHAPTER 103D

14 APR -1 AIO:44

STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Hawaii, Department of Defense  
*Name of Requesting Department*

Pursuant to HRS § 103D-102(b)(4) and HAR chapter 3-120, the Department requests a procurement exemption for the following:

1. Describe the goods, services or construction:

State Department of Defense as the grantor for the Regional Catastrophic Preparedness Grant Program, has a requirement to complete the final grant requirements for grants issued fiscal years (FY) 2008 through 2011. Each grant has significant planning requirements which must be submitted to the Federal Emergency Management Agency (FEMA) and Department of Homeland Security with the closeout of the FY 2011 Regional Catastrophic Preparedness Grant. Department of Defense requires a contractors' assistance to complete all grant deliverables (e.g., toolkit, reports, plans, sustainment of catastrophic planning, and in-progress working plans such as the evacuation planning and coordination with sister counties and states, community resource distribution and document the changes to the FY 2009 Hurricane Catastrophic Plan and what requirements must be updated by each county/state agency prepared under the Regional Catastrophic Grant Programs. Final grant deliverables include completing: Citizen Preparedness Plan; Training and Evaluation Plan; Comprehensive Strategic Plan and Sustainment Plan to continue and maintain catastrophic plans; and linkage report with other plans. (see attachment)

2. Vendor/Contractor/Service Provider

Tetra Tech, Inc.

3. Amount of Request:

\$ 280,000.00

4. Term of Contract From:

n/a

To:

n/a

5. Prior SPO-007, Procurement Exemption (PE):

PE14-009B

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:

Tetra Tech has been contracted through the City and County of Honolulu for catastrophic planning since 2009 and has provided countless hours working with state and county agencies related to logistics, commodities, gap analysis under the Regional Catastrophic Grant Program. Tetra Tech has in-depth planning experience and relationships with the City and County, Maui, Kauai, and Hawaii County Emergency Management and private sector activities, State Civil Defense and several state agencies involved with response activities in the event of a situation impacting the State of Hawaii. Tetra Tech has also worked extensively with several of the ten Regional Catastrophic grantees which provides exceptionally valuable historical knowledge of the programs and assisting in meeting the final grant requirements for FEMA. In the continuation sheet are specific projects completed for the State of Hawaii, under competitive contract award by the City and County of Honolulu for the purposes of the Regional Catastrophic Preparedness Grant Program. By utilizing Tetra Tech, the research required to complete the grant deliverables will be minimized. (see attachment)

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

Tetra Tech has previously undergone the City's rigorous competitive procurement selection process and has consistently been within the top three (3) consultant firms and more specifically has been awarded twice as previously stated for the Honolulu RCPGP site, and has also been the chosen consultant awarded to provide consultant services to our other sister RCPGP sites.

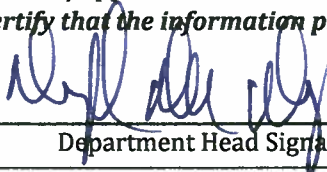
Tetra Tech has qualified and maintained all up to date required compliances to ensure eligibility and competitiveness under the State's procurement process. To complete the final grant requirements under this request, the Department of Defense Grants Management Office will utilize the Department of Defense Contracting Specialist, Professional Services contracting procedures, develop a comprehensive scope of work identifying each deliverable with specifications, identify review team to review proposal addressing each deliverable based on evaluation criteria/points for each criterion.

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required).

\*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	e-mail address
Dolores "Dee" Cook	DoD/ Grants Management Office	733-4115	dolorescook@dod.hawaii.gov

*All requirements/approvals and internal controls for this expenditure is the responsibility of the department.  
I certify that the information provided above is, to the best of my knowledge, true and correct.*



Department Head Signature

MAR 31 2014

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 4/2/14

Inquiries about this request shall be directed to the contact named in No. 8. Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:

[state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)

Chief Procurement Officer (CPO) Comments:


CPO Comments for PE14-069K:

An incumbent contractor with relationships to the client is not sufficient justification to warrant an exemption to participating in a competitive acquisition. Thus this request is denied. Although no written delegated procurement authority is required for a Request for Exemption from Chapter 103D, HRS, the department is reminded that individual(s) participating in procurement activities must be in compliance with Procurement Delegation No. 2010-01 and Amendment 1, and Procurement Circular No. 2010-05, as appropriate. Procurement Delegation No. 2010-01, Amendment 1 states, "...procurement requests submitted to the SPO from departmental personnel without written delegated procurement authority and the appropriate mandatory procurement training will be returned." The SPO does not have a record of attendance at the appropriate mandatory procurement training of the individual named in no. 8. Upon designation of an individual who has completed the training, the department may attach a memo to this request (PE 14-069K) for CPO approval. If there are any questions, please contact Kevin Takaesu at 586-0568, or kevin.s.takaesu@hawaii.gov.

☐ Approved

☒ Disapproved

☐ No Action Required

  
\_\_\_\_\_  
Chief Procurement Officer Signature

6/27/14  
\_\_\_\_\_  
Date

## CONTINUATION SPO 7

### QUESTION 1

It will be necessary to coordinate very closely with Honolulu Department of Emergency Management and work with the Department as the final closeout report is completed.

The Regional Catastrophic Preparedness Grant was a little different than other Homeland Security grant programs thus requiring the grant to be sub-granted to Honolulu who then was responsible for the regional coordination/collaboration for all the projects. By utilizing their main consultant to complete these final grant requirements will substantially assist in the closeout of the grant programs and submitting all grant requirements to FEMA.

To satisfy many of the Regional Catastrophic Preparedness Grant Program deliverable requirements, the following must be addressed in the plans identified on Page 1:

- Logistics Assessment of County Frameworks to identify logistical needs required to support each Response Framework.
- County specific logistics plans identifying logistical gaps and needs including a prioritization of potential requests for State and Federal assets.
- Gap analysis and recommendations report identifying gaps and providing recommendations for future planning, training and exercise efforts related to supporting county specific response objectives at state and Federal level.
- Documentation of maintenance of citizen and community preparedness campaigns and develop A Citizen Preparedness Plan focused on the plans and annexes developed through FY 2008 and FY 2009 Regional Catastrophic Preparedness Grant programs.
- Training Plan to support the successful implementation of all plans and annexes developed through FY 2008 and FY 2009 Regional Catastrophic Preparedness Grant programs.
- Evaluation Plan to include assessments and exercises for all plans and annexes developed through FY 2008 and FY 2009 Regional Catastrophic Preparedness Grant programs.
- Comprehensive strategic plan that addresses at minimum the following requirements:
  - Development of needed capabilities related to the plans generated through grant programs;
  - Long term integration of plans into existing training and exercise structure;
  - Continuation of the Regional Catastrophic Planning Team;
  - Participation in regional and national FEMA Workshops; and
  - Integration planning activities with other State and regional working groups.
- Full-scale exercise for at least one component developed/enhanced through the Regional Catastrophic Preparedness Grant Program.
- Functional or tabletop exercise for remaining components.
- Report summarizing all Regional Catastrophic Preparedness Grant Program-related progress through the life of the grant.
- Corrective action plan based on gaps identified through the exercises performed.
- Sustainment plan that outlines the approach for continual maintenance of the Regional Catastrophic Preparedness Products through other funding sources.
- Report detailing how the Regional Catastrophic Preparedness Grant Program efforts have linked the planning, operations, equipment, training and exercise aspects of other FEMA Preparedness Grant Programs.

#### QUESTION 6

Tetra Tech also has an in-depth familiarity with each county and stakeholders who will be involved in completing the final plans/reports required by the grant programs.

In addition, Tetra Tech has a local Hawaii office in close proximity to the City and County of Honolulu's and the Department of Defense. Their proximity has been beneficial to provide timely processing of contractual/administrative work and more importantly the availability of on-site project management staff to address any concerns that should arise as it relates to the various projects. As indicated prior with the depth of planning conducted by Tetra Tech and the research conducted for the myriad of projects, it would be more practical and efficient having Tetra Tech assist with these final stages of the Regional Catastrophic Preparedness Program thus eliminating the time required to familiarize, have the best management practices and requisite strategic/tactical operational planning background knowledge to execute the specified deliverables.

Specifically for Honolulu and the counties, Tetra Tech has competitively been awarded contracts to develop the following products/deliverables for FY 2009 – Public Awareness Project and FY 2010 – Hurricane Catastrophic Planning Project.

#### Regional Catastrophic Preparedness Grant Program since FY 2009:

Public Awareness Project – Tetra Tech assessed the level of public disaster awareness and preparedness through surveys via in-person and telephonic means. They also explored alternative strategies to increase public disaster awareness and preparedness. Furthermore, Tetra Tech designed and implemented a pilot campaign designed to evaluate alternative strategies and to assess the effectiveness of those alternative strategies. Finally, Tetra Tech provided recommendations to guide government actions that may have the most positive effect on public disaster awareness and preparedness. The end result include the *Get Ready Hawaii* final products in the form of bus placards (see Image 1) flyers and Public Service Announcements (PSA's) (see Image 2 and view *Get Ready Hawaii* PSA: <https://www.youtube.com/watch?v=-Qczp2l5Uy4>) and a website called *Get Ready Hawaii*. The Public Awareness Project had a formal press release amongst the former City Mayor Peter Carlisle, and current Counties' Mayors Bernard Carvalho (Kauai), Alan Arakawa (Maui), and Billy Kenoi (Hawaii) which received State-wide recognition.

Image 1. Get Ready Hawaii Bus Placard

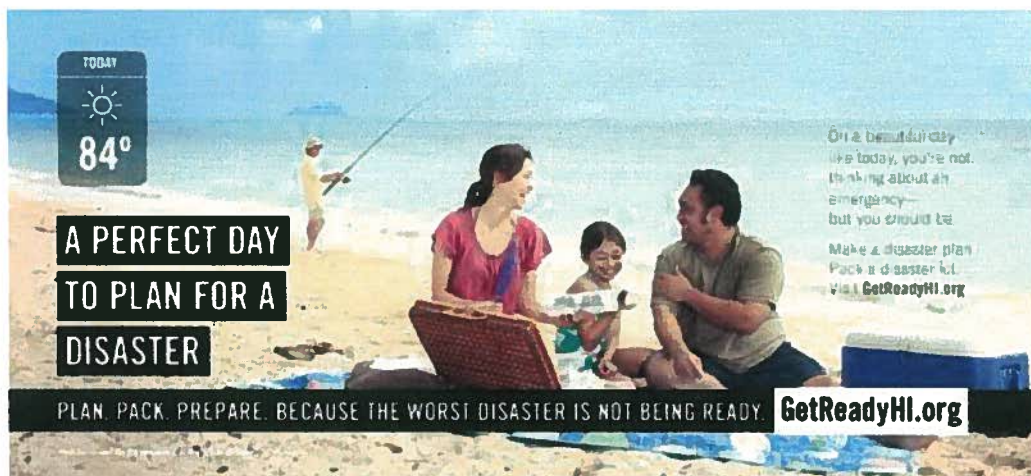


Image 2. Get Ready Hawaii PSA





## **RCPG FY2010:**

Hurricane Catastrophic Response Planning Project – Tetra Tech’s primary purpose was to define emergency management actions that guide responses for the City and County of Honolulu as well as Maui, Hawaii, and Kauai in the event of a catastrophic hurricane to ensure the following priorities: Protect life, safety, and health; protect property – especially critical infrastructure; minimize harm to the environment; and enable economic and community recovery. Tetra Tech regionally collaborated and coordinated with several work groups consisting of local, state, federal, non-government organizations (NGOs) to define specific concepts of operations for each objective to develop the county-specific hurricane catastrophic response frameworks (see Table 2).

**Table 2. Hurricane Objectives**

Perform lifesaving and sustaining measures

Conduct mass care and sheltering

Minimize risk to visitors

Maintain functionality of the water distribution system

Deliver fuel to maintain essential services

Conduct debris clearance

Protect on-island critical resources

Maintain continuity of port operations

Restore power infrastructure

The end products were in the final products of the Hurricane Catastrophic Response Frameworks, Hurricane Catastrophic Response Logistics Concept of Operations, Hurricane Catastrophic Response Logistics Annex, Hurricane Catastrophic Response Appendix, and a Hurricane Catastrophic Gap Analysis.

The aforementioned products for FY 2009 proved to be a highly effective outreach campaign and regarding

FY 2010 critical planning tools for the City and County of Honolulu’s response to a catastrophic hurricane. All final deliverables exceeded expectations, were completed on time and within budgetary requirements.

On a final note, the project management teams that Tetra Tech assigned to the awarded contracts have been accommodating, flexible, and portrayed their full understanding and attentiveness to Department of Emergency Management’s and other stakeholders’ needs. They have clearly demonstrated their adaptability and resourcefulness to quickly respond to evolving and dynamic situations. Tetra Tech has always maintained a professional decorum and great rapport with Department of Defense and Department of Emergency Management.